



U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Administration on Children, Youth and Families
Children's Bureau

Child and Family Services Reviews Summary of Findings Form

February 2002

**U.S. Department of Health and Human Services
Administration for Children and Families
Administration on Children, Youth and Families
Children's Bureau**

SUMMARY OF FINDINGS FORM

Purpose. The purposes of this form include the following:

- To provide a preliminary assessment of the strengths and needs of the State's child and family services system prior to the onsite review, by analyzing information from the State's CFSP and Statewide Assessment on the form
 - To provide a format for each local review team to identify its collective findings based on the activities conducted by the team in a particular review site
 - To provide a format for recording information obtained during the onsite review applicable to the outcomes and systemic factors being reviewed, including information obtained from case reviews and stakeholder interviews
 - To provide a format for all the local review teams to consolidate their information into one comprehensive report to the State agency
 - When completed, following the onsite review, to serve as the final report of the review to the State agency that includes the summary of the review findings and the determination of substantial conformity
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- **Organization.** The form includes sections for each of the three outcome areas and each of the seven systemic areas being reviewed. For each outcome listed, subsections are provided to record the number of cases reviewed by the team according to the degree to which the outcome was determined by the reviewers to be achieved, followed by a list of each indicator used to evaluate the outcome. For each systemic factor listed, subsections are provided to record the State's substantial conformity, or lack thereof, followed by the State plan requirements used to evaluate each systemic factor. The form also includes sections used to record areas determined by the review team to be operating in substantial conformity with applicable State plan requirements and those determined not to be in substantial conformity.
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- **Instructions.** Each review team member should receive a copy of the form that includes the preliminary assessment information. However, each local review team will submit only one completed form that includes the results of the local team's findings of the onsite review as compiled at the local team's final debriefing. The local team leader must ensure that the form is completed and submitted by the end of the onsite review. For each outcome (sections I–III), the team should record the number of cases they reviewed in which that particular outcome was determined to be substantially achieved, partially achieved or not being achieved or addressed by the agency under review. Each systemic factor (sections IV–X) should be marked by the team as substantially conforming to State plan requirements or not substantially conforming. Each performance indicator (items 1–45) following the outcomes and systemic factors should be judged by the team as primarily a strength or primarily an area needing improvement, recognizing there may some identified strengths and needs within any one indicator. The basis for rating each performance indicator should be specific, should substantiate the rating, and should note the source of the information, i.e., case reviews, stakeholder interviews, or the self-assessment. In the debriefing of the entire State review team near the conclusion of the onsite review, the team should complete one consolidated form that incorporates the findings of each local team and includes and addresses the information on the preliminary assessment. The team should complete the final two sections of the form (sections XI and XII), indicating those areas determined to be operating in substantial conformity with applicable requirements and those areas not in substantial conformity. The team will identify the specific performance indicators needing improvement in each area determined not to be in substantial conformity, to assist the State in developing its program improvement plan. Following the onsite review, the Regional Office review team leader will refine and supplement the form as needed, verify the areas of nonconformity, and submit the completed form to the State agency as the final report of the review.

I. SAFETY

Outcome S1: Children are, first and foremost, protected from abuse and neglect.					
Number of cases reviewed by the team according to degree of outcome achievement:					
	Team 1	Team 2	Team 3	Total Number	Total Percentage
Substantially Achieved:					
Partially Achieved:					
Not Achieved or Addressed:					
Not Applicable:					
Conformity of Statewide data indicators with national standards:					
	National Standard	State's Percentage	Meets Standard	Does Not Meet Standard	
Repeat maltreatment					
Maltreatment of children in foster care					

Item 1. Timeliness of initiating investigations of reports of child maltreatment

____ Strength ____ Area Needing Improvement

Basis:

Item 2. Repeat maltreatment

____ Strength ____ Area Needing Improvement

Basis:

Outcome S2: Children are safely maintained in their homes whenever possible and appropriate.					
Number of cases reviewed by the team according to degree of outcome achievement:					
	Team 1	Team 2	Team 3	Total Number	Total Percentage
Substantially Achieved:					
Partially Achieved:					
Not Achieved or Addressed:					
Not Applicable:					

Item 3. Services to family to protect child(ren) in home and prevent removal

____ Strength ____ Area Needing Improvement

Basis:

Item 4. Risk of harm to child

____ Strength ____ Area Needing Improvement

Basis:

II. PERMANENCY

Outcome P1: Children have permanency and stability in their living situations.					
Number of cases reviewed by the team according to degree of outcome achievement:					
	Team 1	Team 2	Team 3	Total Number	Total Percentage
Substantially Achieved:					
Partially Achieved:					
Not Achieved or Addressed:					
Not Applicable:					
Conformity of Statewide data indicators with national standards:					
	National Standard	State's Percentage	Meets Standard	Does Not Meet Standard	
Foster care re-entries					
Length of time to achieve reunification					
Length of time to achieve adoption					
Stability of foster care placements					

Item 5. Foster care re-entries

____ Strength ____ Area Needing Improvement

Basis:

Item 6. Stability of foster care placement

____ Strength ____ Area Needing Improvement

Basis:

Item 7. Permanency goal for child

____ Strength ____ Area Needing Improvement

Basis:

Item 8. Reunification, Guardianship, or Permanent Placement With Relatives

____ Strength ____ Area Needing Improvement

Basis:

Item 9. Adoption

____ Strength ____ Area Needing Improvement

Basis:

Item 10. Permanency goal of other planned permanent living arrangement

____ Strength ____ Area Needing Improvement

Basis:

Outcome P2: The continuity of family relationships and connections is preserved for children.					
Number of cases reviewed by the team according to degree of outcome achievement:					
	Team 1	Team 2	Team 3	Total Number	Total Percentage
Substantially Achieved:					
Partially Achieved:					
Not Achieved or Addressed:					
Not Applicable:					

Item 11. Proximity of foster care placement

____ Strength ____ Area Needing Improvement

Basis:

Item 12. Placement with siblings

____ Strength ____ Area Needing Improvement

Basis:

Item 13. Visiting with parents and siblings in foster care

____ Strength ____ Area Needing Improvement

Basis:

Item 14. Preserving connections

____ Strength ____ Area Needing Improvement

Basis:

Item 15. Relative placement

____ Strength ____ Area Needing Improvement

Basis:

Item 16. Relationship of child in care with parents

____ Strength ____ Area Needing Improvement

Basis:

III. CHILD AND FAMILY WELL-BEING

Outcome WB1: Families have enhanced capacity to provide for their children's needs.					
Number of cases reviewed by the team according to degree of outcome achievement:					
	Team 1	Team 2	Team 3	Total Number	Total Percentage
Substantially Achieved:					
Partially Achieved:					
Not Achieved or Addressed:					
Not Applicable:					

Item 17. Needs and services of child, parents, foster parents

____ Strength ____ Area Needing Improvement

Basis:

Item 18. Child and family involvement in case planning

____ Strength ____ Area Needing Improvement

Basis:

Item 19. Worker visits with child

____ Strength ____ Area Needing Improvement

Basis:

Item 20. Worker visits with parents

____ Strength ____ Area Needing Improvement

Basis:

Outcome WB2: Children receive appropriate services to meet their educational needs.					
Number of cases reviewed by the team according to degree of outcome achievement:					
	Team 1	Team 2	Team 3	Total Number	Total Percentage
Substantially Achieved:					
Partially Achieved:					
Not Achieved or Addressed:					
Not Applicable:					

Item 21. Educational needs of the child

_____ Strength _____ Area Needing Improvement

Basis:

Outcome WB3: Children receive adequate services to meet their physical and mental health needs.					
Number of cases reviewed by the team according to degree of outcome achievement:					
	Team 1	Team 2	Team 3	Total Number	Total Percentage
Substantially Achieved:					
Partially Achieved:					
Not Achieved or Addressed:					
Not Applicable:					

Item 22. Physical health of the child

____ Strength ____ Area Needing Improvement

Basis:

Item 23. Mental health of the child

____ Strength ____ Area Needing Improvement

Basis:

IV. STATEWIDE INFORMATION SYSTEM

Rating of Review Team Regarding Substantial Conformity				
Rating	Not in Substantial Conformity		Substantial Conformity	
	1	2	3	4

Item 24. State is operating a Statewide information system that, at a minimum, can readily identify the status, demographic characteristics, location, and goals for the placement of every child who is (or within the immediately preceding 12 months, has been) in foster care.

____ Strength ____ Area Needing Improvement

Basis:

V. CASE REVIEW SYSTEM

Rating of Review Team Regarding Substantial Conformity				
Rating	Not in Substantial Conformity		Substantial Conformity	
	1	2	3	4

Item 25. Provides a process that ensures that each child has a written case plan to be developed jointly with the child's parent(s) that includes the required provisions.

____ Strength ____ Area Needing Improvement

Basis:

Item 26. Provides a process for the periodic review of the status of each child, no less frequently than once every 6 months, either by a court or by administrative review.

____ Strength ____ Area Needing Improvement

Basis:

Item 27. Provides a process that ensures that each child in foster care under the supervision of the State has a permanency hearing in a qualified court or administrative body no later than 12 months from the date the child entered foster care and no less frequently than every 12 months thereafter.

_____ Strength _____ Area Needing Improvement

Basis:

Item 28. Provides a process for termination of parental rights proceedings in accordance with the provisions of the Adoption and Safe Families Act.

_____ Strength _____ Area Needing Improvement

Basis:

Item 29. Provides a process for foster parents, preadoptive parents, and relative caregivers of children in foster care to be notified of, and have an opportunity to be heard in, any review or hearing held with respect to the child.

_____ Strength _____ Area Needing Improvement

Basis:

VI. QUALITY ASSURANCE SYSTEM

Rating of Review Team Regarding Substantial Conformity				
Rating	Not in Substantial Conformity		Substantial Conformity	
	1	2	3	4

Item 30. The State has developed and implemented standards to ensure that children in foster care are provided quality services that protect the safety and health of the children.

____ Strength ____ Area Needing Improvement

Basis:

Item 31. The State is operating an identifiable quality assurance system that is in place in the jurisdictions where the services included in the CFSP are provided, evaluates the quality of services, identifies strengths and needs of the service delivery system, provides relevant reports, and evaluates program improvement measures implemented.

____ Strength ____ Area Needing Improvement

Basis:

VII. TRAINING

Rating of Review Team Regarding Substantial Conformity				
Rating	Not in Substantial Conformity		Substantial Conformity	
	1	2	3	4

Item 32. The State is operating a staff development and training program that supports the goals and objectives in the CFSP, addresses services provided under titles IV-B and IV-E, and provides initial training for all staff who deliver these services.

____ Strength ____ Area Needing Improvement

Basis:

Item 33. The State provides for ongoing training for staff that addresses the skills and knowledge base needed to carry out their duties with regard to the services included in the CFSP.

____ Strength ____ Area Needing Improvement

Basis:

Item 34. The State provides training for current or prospective foster parents, adoptive parents, and staff of State licensed or approved facilities that care for children receiving foster care or adoption assistance under title IV-E that addresses the skills and knowledge base needed to carry out their duties with regard to foster and adopted children.

____ Strength ____ Area Needing Improvement

Basis:

VIII. SERVICE ARRAY

Rating of Review Team Regarding Substantial Conformity				
Rating	Not in Substantial Conformity		Substantial Conformity	
	1	2	3	4

Item 35. The State has in place an array of services that assess the strengths and needs of children and families and determine other service needs, address the needs of families in addition to individual children in order to create a safe home environment, enable children to remain safely with their parents when reasonable, and help children in foster and adoptive placements achieve permanency.

____ Strength ____ Area Needing Improvement

Basis:

Item 36. The services in item 35 are accessible to families and children in all political jurisdictions covered in the State's CFSP.

____ Strength ____ Area Needing Improvement

Basis:

Item 37. The services in item 35 can be individualized to meet the unique needs of children and families served by the agency.

____ Strength ____ Area Needing Improvement

Basis:

IX. AGENCY RESPONSIVENESS TO THE COMMUNITY

Rating of Review Team Regarding Substantial Conformity				
Rating	Not in Substantial Conformity		Substantial Conformity	
	1	2	3	4

Item 38. In implementing the provisions of the CFSP, the State engages in ongoing consultation with tribal representatives, consumers, service providers, foster care providers, the juvenile court, and other public and private child- and family-serving agencies and includes the major concerns of these representatives in the goals and objectives of the CFSP.

____ Strength ____ Area Needing Improvement

Basis:

Item 39. The agency develops, in consultation with these representatives, annual reports of progress and services delivered pursuant to the CFSP.

____ Strength ____ Area Needing Improvement

Basis:

Item 40. The State’s services under the CFSP are coordinated with services or benefits of other Federal or federally assisted programs serving the same population.

_____ Strength _____ Area Needing Improvement

Basis:

X. FOSTER AND ADOPTIVE PARENT LICENSING, RECRUITMENT, AND RETENTION

Rating of Review Team Regarding Substantial Conformity				
Rating	Not in Substantial Conformity		Substantial Conformity	
	1	2	3	4

Item 41. The State has implemented standards for foster family homes and child care institutions which are reasonably in accord with recommended national standards.

_____ Strength _____ Area Needing Improvement

Basis:

Item 42. The standards are applied to all licensed or approved foster family homes or child care institutions receiving title IV-E or IV-B funds.

____ Strength ____ Area Needing Improvement

Basis:

Item 43. The State complies with Federal requirements for criminal background clearances as related to licensing or approving foster care and adoptive placements and has in place a case planning process that includes provisions for addressing the safety of foster care and adoptive placements for children.

____ Strength ____ Area Needing Improvement

Basis:

Item 44. The State has in place a process for ensuring the diligent recruitment of potential foster and adoptive families that reflect the ethnic and racial diversity of children in the State for whom foster and adoptive homes are needed.

____ Strength ____ Area Needing Improvement

Basis:

Item 45. The State has in place a process for the effective use of cross-jurisdictional resources to facilitate timely adoptive or permanent placements for waiting children.

_____ Strength _____ Area Needing Improvement

Basis:

XI. DETERMINATION OF SUBSTANTIAL CONFORMITY

For each outcome and systemic factor listed below, mark “Y” where the State is determined to be in substantial conformity and “N” where the State is determined not to be in substantial conformity. For each outcome or systemic factor marked “N,” place a check beside the performance indicator, listed by item number in this form, that has been determined to be an area needing improvement.

Safety

____ Outcome S1
 ____ Item 1
 ____ Item 2
 ____ Outcome S2
 ____ Item 3
 ____ Item 4

Permanency

____ Outcome P1
 ____ Item 5
 ____ Item 6
 ____ Item 7
 ____ Item 8
 ____ Item 9
 ____ Item 10
 ____ Outcome P2
 ____ Item 11
 ____ Item 12
 ____ Item 13
 ____ Item 14
 ____ Item 15
 ____ Item 16

Child and Family Well-Being

____ Outcome WB1
 ____ Item 17
 ____ Item 18
 ____ Item 19
 ____ Item 20
 ____ Outcome WB2
 ____ Item 21
 ____ Outcome WB3
 ____ Item 22
 ____ Item 23

Systemic Factors

____ Statewide Information System
 ____ Item 24
 ____ Case Review System
 ____ Item 25
 ____ Item 26
 ____ Item 27
 ____ Item 28
 ____ Item 29

____ Quality Assurance System

____ Item 30
 ____ Item 31

____ Training

____ Item 32
 ____ Item 33
 ____ Item 34

____ Service Array

____ Item 35
 ____ Item 36
 ____ Item 37

____ Agency Responsiveness to the Community

____ Item 38
 ____ Item 39
 ____ Item 40

____ Foster and Adoptive Parent Licensing, Recruitment, and Retention

____ Item 41
 ____ Item 42
 ____ Item 43
 ____ Item 44
 ____ Item 45